

**New Hampshire Tax Collector's Association  
Executive Board Meeting  
Plodzik & Sanderson  
March 14, 2019  
9:30 a.m.**

**Executive Committee Members Present:** President Hannah Joyce, CTC, 1<sup>st</sup> Vice President/Conference Coordinator Terri Briand, CTC, 2<sup>nd</sup> Vice President Erica Anthony, CTC, Treasurer Joyce McGee, CTC, Secretary Charity Baker, CTC, Education Committee Chair Dawn Enwright, CTC, Legislative Committee Chair Becky Benvenuti, CTC, Workshop Coordinator Esaundra "Pessy" Gaudette, CDTC, Director at Large Melinda "Min" Kennett, CTC

**Absent:** Director of Public Relations Kathy Seaver, CTC

**Guest:** Bruce Kneuer, NHDRA

President Hannah Joyce called the meeting to order at 9:45 a.m.

**DRA Report** – Bruce mentioned that the governing body is the authority to allow access to the PORTAL not the DRA. It is his suggestion to make the best argument you can to your governing body that access is needed. Becky asked if DRA would consider sending out a letter suggesting it would be beneficial for the tax collector to have access. He will look for reasons for the tax collectors to be able to put their work into the PORTAL. DRA cannot make us users.

Bruce feels the DRA needs a 1½ hour time slot at the New Collector workshop. He mentioned that the whole team will be attending the session on the 27<sup>th</sup>.

He also mentioned the report on WMUR and in the Union Leader regarding Westmoreland and missing tax revenue. Bruce mentioned the town's auditor couldn't complete the MS60 because they couldn't meet with the tax collector. September 2018 both the tax collector and the deputy tax collector resigned. An audit was done as part of the recommittal process. He mentioned DRA is aware of the situation. The tax collector in the article was the one that resigned. Dawn expressed, sadly it happens, not often, but it discredits all of us.

Bruce asked what the committee thought about the ½ percent verification form that comes out with the tax rate material and if we thought it was necessary to submit it to DRA. He feels by the time the form gets back to them the bills have already gone out, so if it is off by more than the ½ percent it is too late and a supplemental billing needs to occur. The committee felt that the form may not make it back to DRA before sending out the bills but it gives the collector accountability.

**Correspondence** – Pessy received an email from a vendor regarding attending one of the Spring workshops. Hannah mentioned we will be discussing that topic under old business.

**Secretary Report** – Charity distributed the February meeting minutes for the committee to review. Terri had one change to the minutes. She mentioned that it should be clarified that the hotel staff met at her (Terri's) office not at the hotel office.

**Joyce made a motion to accept February 14, 2019, meeting minutes with above change. Seconded by Terri. Min, Pessy, and Becky abstained. Motion carried.**

**Treasurer's Report** – Joyce distributed the treasurer's report and reported that the Spring workshops and New Collectors' workshop money is coming in. She mentioned there is an outstanding check for the Common Man restaurant for catering in Concord. Pessy is going to check with them to see if it has been deposited.

**Charity made a motion to accept the treasurer report as presented. Seconded by Min. All in favor. Motion carried.**

**Workshop Coordinator Report** – Pessy reported the following:

Marlborough - She needs a check to settle up the account. Joyce gave her check to take care of the balance.

Concord – She will need two checks for the rental and the catering. She discussed the food selection. Erica mentioned that if Pessy needs assistance she will give her a hand with set up. Joyce gave Pessy checks to settle up with vendors on the day of the workshop.

Portsmouth – She reported that the Elks is going to provide plenty of parking and the other items that they need. Her only concern is the limited bathrooms. She was happy with the rates. She reviewed the menu with the committee. She's not sure how setup will go where it is her first time there. Becky mentioned she could send someone from her office to help set up.

Littleton – She needs a check for the balance of the hall and also for the caterer. Joyce said she will be at that workshop so she will write checks there. Joyce will pick up 15 table clothes. Pessy asked if a couple committee members can be there early to set up. Joyce and Charity said they will be there to assist.

**Director of Public Relations Report** – Kathy was unable to attend.

**Legislation Committee Report** – Becky distributed information on the current legislation being reviewed. She wants to make sure the committee is on the same page as the Legislative committee. There is not much on the list of bills that we need to be extremely concerned about. The committee reviewed the list of bills and agreed with the Legislative committee's position on each bill being monitored. They will continue to watch the bills and she will notify us via email if there are any bills the Association needs to act on.

**Conference Coordinator Report** – She has nothing to report at this time.

**Education Committee Report** – Dawn distributed the minutes of the last Education Committee meeting. They reviewed the agendas of the upcoming workshops. The next meeting, they are going to go over each of the presentations.

Spring workshops – she mentioned she heard from Bernie and he is all set and prepared for the scheduled topics. Becky asked if it is possible to have Bernie touch on people applying for Elderly Deferrals on taxes that are already paid.

Dawn mentioned as soon as she gets copies of the presentations, she will forward them to the committee for review.

Conference – Dawn distributed information regarding the active shooter training to be held at conference. She also asked if we felt we should leave cyber security on the agenda as certification is doing something similar. The committee was good with leaving it as the session for conference is an overview and the certification program will be more detailed.

Everyone is very excited with the active shooter training and feels it will be very informative and interactive. There will be several police agencies assisting with this presentation.

**County Coordinator Report** – Terri is going to send notice out to the coordinators to have them reach out to their towns and remind them that the scholarship deadline for the New Collectors workshop is Friday, March 15<sup>th</sup>.

She is also going to ask them to remind towns to get their New Collectors and Spring workshop registration forms submitted.

Hannah asked if she has had any luck finding another county coordinator for Hillsborough County. Terri has not.

Terri asked if Charity would send her the unpaid dues list so she can also forward that to the coordinators so they can contact the towns with unpaid dues in their counties.

**Director at Large Report** – It was discussed at last meeting to discuss adding “taking photos at Association events” to the Director at Large job description. Min and the rest of the committee is happy with making that change to the job description. Min suggested purchasing a camera for the Association.

**Old Business** – Last meeting we put off discussing who is allowed to attend education workshops and conference programs offered by the Association. The biggest discussion was vendors participating in those sessions. Pessy stated she feels it should be an Association

member and vendors have the option to become an Associate member of the Association if approved by the Executive Committee. It is felt that other members of the Town, ie. Selectmen, Town Managers, etc. fall under the Town's dues for Tax Collector and can participate in the education offered by the Association at the invitation of their Tax Collector. It is not our responsibility to be educating the public to the duties.

**Charity made a motion to add to the Policy Handbook that a person needs to be an Active or Associate (Individual or Business) member of the Association in order to participate in any education opportunity provided by the Association unless such individual is a municipal officer attending at the invitation of their tax collector. Seconded by Dawn. All in favor. Motion carried.**

Hannah asked if anyone had any updates to the bylaws. Joyce asked where are we going to put the addendum that was just voted on regarding who can participate in education provided by the Association. It was felt that it should be added to the policy & procedure manual under title – Membership.

Joyce had a few suggestions for changes to the bylaws:

Article 3, section 3 regarding the Legislative committee. She feels it should read the same as section 5 in regards to appointing members to the committee.

She also suggested increasing the dues for Associate business to \$50. There were no decisions made.

There was no other business.

**Joyce made a motion to adjourn. Seconded by Dawn. All in favor. Motion carried.**

Meeting adjourned at 12:55 p.m.

Respectfully submitted,



Charity M. Baker  
Secretary